

Toledo-Lucas County Public Library
Minutes of the Regular Board of Trustees Meeting
February 28, 2019
Reynolds Corners Branch Library 8:30 a.m.

Present Michael Dansack, Sheila Odesky, Jesus Salas, George Tucker

Roll Call The meeting was called to order by Mr. Tucker at 8:30 a.m., followed by roll call.

Minutes The minutes of the regular meeting of January 24, 2019 were approved on motion of Mrs. Odesky, seconded by Mr. Salas; all voted aye, motion carried. Also, the minutes of the special meeting of February 21, 2019 were approved on motion of Mr. Dansack, seconded by Mrs. Odesky; all voted aye, motion carried.

Reappointment and Appointment of Assistant Deputy Fiscal Officers The Board reappointed Dana Allee and appointed Julie Bushroe as Assistant Deputy Fiscal Officers at no additional salary on motion of Mr. Dansack, seconded by Mr. Salas; all voted aye, motion carried. The reappointed Officers then rose, and Mr. Dansack administered the prescribed oath of office*.

*I do solemnly swear that I will support the Constitution of the United States of America and the constitution of the State of Ohio, and that I will faithfully perform the duties of my office.

Committee Appointments Acceptance by trustees of the following Committee appointments for 2019 was announced. The president or a designated trustee can attend a committee meeting in place of a regular committee member who might be absent.

Buildings and Grounds Committee:	Michael Dansack, Chair	Dennis Johnson Susan Savage
Community Relations Committee:	Jesus Salas, Chair	Sheila Odesky Randy Clay
Finance/Audit Committee:	Dennis Johnson, Chair	Jesus Salas Susan Savage
Personnel Committee:	Sheila Odesky, Chair	Michael Dansack Jesus Salas

Resolution of Appreciation No. 02-19 honoring Sharon Knox The Board unanimously adopted a Resolution of Appreciation honoring Sharon Knox on motion of Mr. Dansack, seconded by Mrs. Odesky; all voted aye, motion carried. Mrs. Knox has for 28 years repeatedly demonstrated her commitment to the goals and mission of the Library as a Page and a Clerk. Note: A copy of the resolution is attached to these official minutes.

Acting Director's Comments Mr. Kucsma asked for a moment of silence to remember Clyde Scoles and Ken Sugg, both employees who recently passed away. He also congratulated Sharon Knox on her retirement. Mr. Kucsma thanked trustees for appointing him acting director and thanked all staff and community for coming together during this difficult time.

Employment Report The employment report was approved on motion of Mrs. Odesky, seconded by Mr. Salas; all voted aye, motion carried.

Appointments

Employee	Agency	Grade	Salary	Date
Maiya Black	King Road	Step 1	\$9.0000	02/11/2019
Casey Cousino	Heatherdowns	Step 1	\$9.0000	02/11/2019
Manhattan Ethington	King Road	Step 1	\$9.0000	02/11/2019
Tyler Johnson	Mobile Services	Step 1	\$9.0000	02/11/2019
Keshawn Jones	Holland	Grade 1A*	\$16.0186	02/11/2019
Everett Staley	Lagrange	Step 1	\$9.0000	02/11/2019
Alexus Woodley	Holland	Grade 1A*	\$16.0186	02/11/2019

Payroll Changes

Employee	From	To
1/27/2019	Oregon	Heatherdowns
Connie Herrera	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	Gr 1A* St 4	Gr 1A* St 4
	CWA LPT \$17,5039 Hourly	CWA PT-II \$17,5039 Hourly
1/27/2019	Technical Services	Technical Services
Gayle Martinez	Supervisor Specialist/Librarian V	Supervisor Specialist/Librarian V
Merit	Gr H St 7	Gr H St 8
	Exempt FT \$77,617.06	Exempt FT \$80,314.53
2/3/2019	Maumee	King Road
Katherine Midgley	Acting Manager/Librarian IV	Assistant Manager/Librarian IV
Return to Former	Gr G St 5	Gr G St 4
Classification/Transfer	Exempt FT \$66,464.05	Exempt FT \$63,993.20
2/10/2019	Sylvania	Maumee
Elizabeth Chovanec	Customer Services Clerk II	Customer Services Clerk II
Transfer	Gr 2 St 7	Gr 2 St 7
	CWA FT \$40,553.32	CWA FT \$40,553.32
2/10/2019	West Toledo	Waterville
Allison Flory	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A* St 2	Gr 1A* St 2
	CWA LPT \$16,4991 Hourly	CWA LPT \$16,4991 Hourly
2/10/2019	Main Circulation	West Toledo
Brittany Johnson	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1 St 5	Gr 1 St 5
	CWA FT \$36,795.90	CWA FT \$36,795.90
2/10/2019	Reynolds Corners	Mobile Services
Tara LaScola	Supervisor Circulation Services II	Supervisor Circulation Services III
Promotion/Transfer	Gr D St 6	Gr E St 6
	Exempt FT \$52,659.21	Exempt FT \$57,351.38
2/10/2019	King Road	Waterville

Alyssa Pitchford	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A* St 3	Gr 1A* St 3
	CWA LPT \$16.9941 Hourly	CWA LPT \$16.9941 Hourly
2/10/2019	Waterville	Washington
Christy Provencher	Customer Service Clerk I	Customer Service Clerk I
Transfer	Gr 1A St 2	Gr 1A St 2
	CWA LPT \$16.4991 Hourly	CWA LPT \$16.4991 Hourly
2/10/2019	Holland	Holland
Olivia Ruffin	Page	Shelver
Reclassification	Step 2	Ungraded St 1
	Page Page \$9.5000 Hourly	CWA Shelver \$10.9499 Hourly
2/10/2019	Maumee	Main Circulation
Monique Wrihten	Customer Service Clerk I	Customer Service Clerk I
Return to Former Position	Gr 1 St 3	Gr 1 St 3
	CWA FT \$34,802.73	CWA FT \$34,802.73
2/17/2019	Washington	Holland
Hannah Lammie	Manager/Librarian VII	Assistant Manager/Librarian IV
Classification Change/	Gr J St 7	Gr G St 9
Transfer	Exempt FT \$91,852.82	Exempt FT \$76,415.83
2/17/2019	Holland	Washington
Terwase Ngur	Assistant Manager/Librarian IV	Acting Manager/Librarian V
Acting Status/Transfer	Gr G* St 4	Gr G* St 5
	Exempt FT \$63,993.20	Exempt FT \$66,464.05
2/26/2019	Director's Office	Director's Office
Jason Kucsma	Deputy Director	Acting Director
Acting Status	Unclassified	Unclassified
Retro 2/21/2019	Exempt FT \$155,319.85	Exempt FT \$180,000.00

Separations

	Employee	Agency	Date
Administrator	Clyde Scoles – <i>Deceased</i>	Director/Fiscal Officer	2/15/2019
Clerical	Sharon Knox – <i>Retirement</i>	Mobile Services	3/31/2019
Custodian	Kenneth Sugg – <i>Deceased</i>	Facilities & Operations	1/28/2019
Page	Arieanna Jeffries – <i>Retro 1/24/2019</i>	Oregon	1/29/2019

Travel and Training The Board approved the following travel and training expenses on motion of Mrs. Odesky, seconded by Mr. Salas; all voted aye, motion carried.

Event	Date	Name	Amount
Toledo Chamber Legislative Breakfast	February 8, 2019	David Topoleski, Linda Fayerweather	\$50.00
The Board Member Accelerator series	March 21-22, 2019	Julie Bursten, Terwase Ngur	\$424.00
Developing Emotional Intelligence	April 16, 2019	Patti Meyer	\$158.20
Midwest Archives Conference	April 5, 2019	John DeWees, Gayle Hebert	\$392.50

Ohio Genealogical Society Annual Conference	May 2-4, 2019	Jill Clever	\$963.00
Social Justice & Public Libraries: Equity Starts with Us	October 28-29, 2019	Katie Midgley	\$962.00

Acting Director/Fiscal Officer Salary The Personnel Committee met on February 26, 2019 to consider the compensation rate for the Acting Director/Fiscal Officer position. On behalf of the Committee, Mrs. Odesky moved approval of an annual salary for the Acting Director/Fiscal officer be set at \$180,000.00, effective the date of appointment to the position, seconded by Mr. Salas; all voted aye, motion carried.

Selection of Executive Search Firm The Personnel Committee also met on February 26, 2019 to review proposals submitted by executive search firms for the recruitment of the next Director/Fiscal Officer. As the next step, the Committee will schedule interviews with representatives of those firms to determine the preferred firm for the recruitment process. To expedite the process of filling the Director/Fiscal Officer position, Mrs. Odesky moved approval to empower the Personnel Committee to proceed with the selection of an executive search firm, seconded by Mr. Salas. After discussion, all voted aye, motion carried.

Financial Reports The financial reports for the month ending January 31, 2019 were accepted by the Board as presented on motion of Mr. Dansack, seconded by Mr. Salas; all voted aye, motion carried.

Tax Receipts

Opening Balance	\$1,259,933.73
Real Property Tax	5,000,000.00
February Public Library Fund	1,514,756.41
2019 Year to Date	\$7,774,690.14

Vouchers Approved The Board approved payment of the following Schedule of Vouchers for January 2019 on motion of Mrs. Odesky, seconded by Mr. Dansack; all voted aye, motion carried.

General Fund	\$3,508,457.75
BWC Workplace Wellness Fund	0.00
Building & Repair Fund	0.00
Capital Projects Note Fund	501,123.95
Total Health Care	251,572.56
Gift Funds	11,700.00
Trust Funds	2,528.10
TOTAL	\$4,275,382.36

Interim Funds Activity Interim Funds Transactions were approved as listed below on motion of Mr. Salas, seconded by Mrs. Odesky; all voted aye, motion carried.

	Maturities	Investments	Balance
Opening Balance			\$18,773,870.26
STAR @ 2.35%	\$ 335,631.70		
Huntington @ 0.20%	1,698,283.26		
January - Interest		\$30,792.85	
Ending Balance	\$2,033,914.96	\$30,792.85	\$16,770,748.15
Breakdown of Funds:			
General & Insurance Fund	\$1,525,145.86		
Building & Repair Fund	\$1,043,608.74		
Gift Fund	848,306.66		
Capital Projects Fund	13,353,686.89		
Total	\$16,770,748.15		

Trust Fund Activity Trust Fund Activity was approved on motion of Mrs. Odesky, seconded by Mr. Dansack; all voted aye, motion carried.

	Maturities	Investments	Previous Balance
No Activity			\$750,000.00
Ending Balance	\$0.00	\$0.00	\$750,000.00

Credit Card Policy Update The State passed HB 312 in November 2018, to be effective February 2019. In the bill were changes related to credit card use; these changes were enacted to protect against credit card abuse. On behalf of the Finance Committee, Mr. Salas moved approval to update the Credit Card Policy to meet these new requirements, seconded by Mrs. Odesky; all voted aye, motion carried.

Note: A copy of the Credit Card Policy is attached to these minutes.

Staff Organizations Brief remarks were heard from Steve Nichols, APLE representative and Harry Johnston, CWA representative.

Maumee Branch partnership with Maumee City Schools Allison Fiscus, Manager of Maumee Branch, gave an update on how the Branch is meeting the needs of the students at Maumee Schools. A Library card sign-up program, TLCPL website being added to all students' Chromebooks, and instruction on how to access the Library's digital resources are just some of the ways the Library is helping students and teachers in that school district. In the future, they hope to offer the same types of services to other suburban school districts in Lucas County.

Reynolds Corners Branch Branch Manager Jane Thoma welcomed everyone and invited them to view the Metroparks model of a treehouse that is at the Branch.

Regular Meeting, March 28, 2019, Toledo Heights Branch Library Mr. Tucker announced that the next regular meeting of the Board would be on Thursday, March 28, 2019 at 8:30 a.m., at the Toledo Heights Branch Library, 423 Shasta Dr., Toledo.

Adjournment There being no further business to come before the Board, Mr. Tucker asked for a motion to adjourn the meeting. Motion made by Mr. Salas, seconded by Mrs. Odesky; all voted aye, meeting adjourned at 9:12 a.m.

Approved by: _____
George Tucker, President

Attested by: _____
Jesus Salas, Secretary

Date: _____
March 28, 2019